

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**NATURAL RESOURCES TECHNICIAN SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise fisheries or wildlife technicians in management support activities in order to protect, develop, and maintain the state's natural resources. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action, and is required to review the work of subordinate technicians, and/or lower level supervisors to insure conformance with established guidelines, methods, procedures, and policies.

There is one classification in this job.

**Position Code Title – Natural Resources Technician Supervisor-1**

**Natural Resources Technician Supervisor 12**

The employee serves as a first-line supervisor directing the work of subordinate employees.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates specialized technical activities by scheduling work assignments, setting priorities and directing the work of other technicians.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Prepares progress reports, time reports, and conducts in-service training programs for employees.

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Applies the laws, regulations, and principles of equal employment opportunity and affirmative action to personnel situations.

Reviews resumes of job candidates, prepares and conducts hiring interviews, and selects the most qualified candidate.

Supervises the taking of spawn from brood stock, hatching eggs, rearing fish to planting size, transporting fish, and planting them in designated locations.

Supervises the construction and maintenance of dams, dikes, roads, and pipelines.

Supervises in habitat development and improvement activities in game areas and other state lands, including assessing existing sites and plant communities, and planning and carrying out indicated activities.

Supervises the application of chemicals and fertilizers.

Directs the conduct of various surveys to obtain biological data through trapping and tagging animals and waterfowl, making hunter use and game bag checks, waterfowl counts, fish surveys, and the conduct of other related surveys.

Directs the care and feeding of wildlife used for research.

Trains technicians in natural resource research activities and in the operation and maintenance of equipment.

Performs related work appropriate to the classification as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and practices as applied in the specific and related areas of specialization.

Thorough knowledge of training and supervisory techniques and employee policies and procedures.

Thorough knowledge of the identifiable characteristics of fish commonly found in Michigan waters concerning general appearance and habitats.

Thorough knowledge of conservation rules and regulations pertaining to fishing and wildlife.

Thorough knowledge of fish disease and of the methods of care and protection of fish.

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Thorough knowledge of wildlife cover requirements, wildlife species, crop raising methods, and land development and soil conservation practices.

Ability to instruct, direct, and evaluate employees.

Ability to communicate with others and to maintain favorable public relations.

Ability to organize and coordinate the activities of a specific work area.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to guide crews of correctional prisoners in phases of the work.

Ability to follow written plans and maps, and interpret map symbols and legal descriptions.

Ability to determine seed and fertilizer requirements and to conduct wildlife surveys.

### **Working Conditions**

Work is performed outdoors within a state game, recreation, or forest area

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require direct contacts with prisoners.

### **Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

### **Education**

Possession of an associate's degree with a biological science major.

### **Experience**

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Two years of experience as an E10-level specialized technician.

OR

One year of experience as an 11-level specialized technician.

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### **Special Requirements, Licenses, and Certifications**

Some positions in this job may be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license. The subclass codes are:

Fisheries (FISH) - Experience in fisheries management support activities in order to protect, develop, and maintain populations of fish species for environmental and recreational purposes.

Wildlife (WILD) - Experience in wildlife management support activities in order to protect, develop, and maintain the state's natural wildlife population for environmental and recreational purposes.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
NATRESSPV	Natural Resources Supervisor

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Natural Resources Supervisor-1	NATRSPV1	NERE-098